



*Embassy of the United States of America
Kingston, Jamaica*

**American Citizen Services Unit
142 Old Hope Road, Kingston 6**

Document Checklist

First time adult applicants 16yrs. & over / Claim to U.S. citizenship

Applicants 16 years or older who are applying for a U.S. passport for the first time, or whose last passport was issued before their 16th birthday, must produce the following documents:

- ☐ Completed DS-11 [Application for a U.S. Passport](#)
- ☐ Current Passport
- ☐ Original citizenship documents (U.S. birth certificate or certificate of naturalization)
- ☐ 2 passport-sized [photographs](#)
- ☐ Government-issued identification
- ☐ \$135 USD (or Jamaican equivalent)

*If your name has been changed between your last issued passport and now, please bring an original name change document as proof of such.

Do not sign or date the application form before appearing at the Embassy for your scheduled appointment.

If you believe you are a U.S. citizen however you have never been documented as a U.S. citizen or have never applied for a U.S. passport, additional requirements will need to be met to prove your U.S. citizenship. In cases where you may have gained citizenship through your parent(s), the above listed documents should be submitted along with the following:

- ☐ Birth certificate
- ☐ Marriage certificate of parent(s)
- ☐ Naturalization certificate of parent(s)
- ☐ Proof of U.S. residency
- ☐ School records (*both local & overseas*)
- ☐ Infant medical records (*if born in the U.S.*)

*Please note: All documents must be originals. The need for further documentation may be determined; however, these will be requested directly from the applicant as necessary.

After you have collected all the necessary documentation required to apply for and submit your passport application, please print this document checklist, sign & date it for submission on the date of your interview.

I _____, acknowledge that I have all the documentary requirements needed to apply for my passport. As such I am now ready to submit my application for a U.S. passport. I have scheduled my [appointment online](#) and the date is set for _____.

Signature of applicant

Date